

WASHINGTON TOWNSHIP BOARD OF SUPERVISORS

REORGANIZATION MINUTES

JANUARY 3, 2022

CALL TO ORDER

As advertised, the annual reorganization meeting of the Board of Supervisors was called to order at 5:30 p.m. by Supervisor, David Moyer, on Monday, January 3, 2022, at the Washington Township Municipal Building. The meeting opened with the Pledge of Allegiance.

ROLL CALL

The following members were present: Supervisors, David Moyer, Thomas Powanda, Romnie Long, Manager Richard Sichler, Treasurer Missy Swanson and Joan London, Solicitor . There were two (2) members of the public in attendance.

TEMPORARAY OFFICER

Solicitor London acted as Temporary Chairperson of the Board to receive nominations for Chairperson.

Motion made by David Moyer to appoint Richard Sichler as temporary Secretary to record nominations for Chairperson of the Board.

Motion made by David Moyer to close the nominations. **No comments received.**

All ayes

NOMINATIONS FOR CHAIRPERSON

A motion was made by Thomas Powanda nominating David Moyer as Chairperson. Nominations were closed. Call for the vote in favor of David Moyer for Chairperson:

All ayes

DAVID MOYER IS DECLARED CHAIRPERSON FOR 2022.

NOMINATIONS FOR VICE CHAIRPERSON

A Motion made by David Moyer nominating Thomas Powanda for Vice-Chairperson. Nominations were closed. Call for the vote in favor of Thomas Powanda for Vice-Chairperson.

All ayes

THOMAS POWANDA IS DECLARED VICE CHAIRPERSON FOR 2022. AT THIS POINT THE MEETING IS TURNED OVER TO THE REELECTED CHAIRPERSON.

PUBLIC COMMENT

None

AFFIRMATION OF TOWNSHIP EMPLOYEES/APPOINTMENTS

- Appointment of Township Manager - Richard Sichler
- Appointment of Township Secretary - Susan Brown, with Richard Sichler as alternate
- Appointment of Township Treasurer – Melissa Swanson
- Appointment of full-time office personnel - Tina Orff

- Appointment of full-time road employees:
Brian Mohr
Jayme Benfield
Jake Long
Bret Marks
Thomas Milewski

- Appointment of full-time wastewater treatment plant employee:
Gary Kellon

- Appointment of following permanent part-time and/or seasonal (snow emergency) employees:
David Moyer
Thomas Powanda
Romnie Long

- Appointment of Roadmaster Brian Mohr.

A call for the vote in favor of the above Township Employee appointments.

All Ayes

ADMINISTRATIVE ITEMS

1. A motion was made by Thomas Powanda and seconded by Romnie Long to establish the Treasurer's Bond in the amount of \$1,000,000.00 with the Treasurer's Bond to be filed with the Board of Auditors. **No comments received.**
All ayes

2. Motion by David Moyer and seconded by Thomas Powanda adopting Resolution No. 2022 – 1 Wage Schedule, ENCLOSED as approved with the adoption of the 2022 Budget, for all township employees. **No comments received.**
All ayes

3. Motion by Dave Moyer and seconded by Thomas Powanda to set the mileage rate for officials/employees using their own vehicles for township business at .585 cents per mile. **No comments received.**
All ayes

4. A motion was made by David Moyer, seconded by Thomas Powanda to reaffirm the following Manuals of the Township:

- a) Safety Manual – Resolution No. 2022 – 2
- b) CDL Operators Manual – Resolution 2022 – 3

No comments received.

All ayes

5. A motion was made by David Moyer and seconded by Thomas Powanda adopting Resolution 2022-4, re-adopting the Washington Township Personnel Manual. **No Comments received.**

All ayes

6. A motion was made by Thomas Powanda, seconded by Romnie Long appointing Brenda Breidigan as the Washington Township Census Enumerator. **No comments received.**

All ayes

PROFESSIONAL APPOINTMENTS

1. Motion made by David Moyer, seconded by Romnie Long to appoint LTL Consultants as the Township’s Engineering firm for 2022 and also, as the Zoning Officer, Well Permit Officers, and Electrical Inspectors for 2022. And to adopt Resolution No. 2022 – 5 establishing the fees for their services. **No comments received.**

All ayes

2. A motion was made by David Moyer and seconded by Thomas Powanda to appoint LTL Consultants as the Township’s Sewage Officers for 2022 and to adopt Resolution No. 2022 – 6 establishing permit fees for 2022 and naming the following individuals as sewage officers:

Bradley A. Pflum
Paul Labe, III
Matt P. Hoffert
W. David Wallace

No comments received.

All ayes

3. A motion by Thomas Powanda, seconded by Romnie Long adopting Resolution No. 2022 – 7 appointing LTL Consultants as the Township’s Building Code Official, in order to administer and enforce the PA Construction Code within the Township for 2022. **No comments received.**

All ayes

4. A motion was made by David Moyer and seconded by Thomas Powanda to appoint System Design Engineers as the Washington Township Sewer Engineer

and approve the 2022 Professional Engineering Service rates. **No comments received.**

All ayes

5. A motion was made by David Moyer, seconded by Romnie Long to appoint Kozloff/Stoudt, Joan London Esquire, as the Township's Legal Counsel for 2022 at the rate of \$180.00 per hour. **No comments received.**

All ayes

6. Motion made by Thomas Powanda, seconded by Romnie Long to appoint Orlando Law Offices, P.C., Eugene Orlando, Jr., Esq., as the Washington Township Zoning Hearing Board Solicitor at the rate of \$195.00 per hour for Mr. Orlando and \$160.00 per hour for paralegal services. **No comments received.**

All ayes

7. Motion to appoint the Berks County Tax Collection Committee to collect the earned income and occupational privilege taxes for the township for 2022 made by Thomas Powanda and seconded by Romnie Long. **No comments received.**

All ayes

8. A motion made by David Moyer, seconded by Thomas Powanda reappointing the Tax Claim Bureau of Berks County as Collector of all delinquent real estate taxes imposed by the township upon real estate located within its boundaries for 2022. **No comments received.**

All ayes

9. A motion made by David Moyer and seconded by Thomas Powanda to reappoint the Truist Bank and the PA Local Government Investment Trust as Depositories for all township funds for 2022. **No comments received.**

All ayes

10. Joan London added Resolution No. 2022-17 to appoint Herbein and Company as the Washington Township accounting and auditing firm. A motion was made by David Moyer and seconded by Romnie Long to appoint Herbein and Company for 2022.

CONVENTION APPOINTMENTS

Motion made by Thomas Powanda and seconded by Romnie Long certifying the delegates to the State Convention to be held in April as, Thomas Powanda, David Moyer, Romnie Long and Richard Sichler, with compensation at their regular employee rate to be given while attending. **No comments received.**

All ayes

Motion made by Thomas Powanda and seconded by Romnie Long to appoint David Moyer as the Voting Delegate. **No comments received.**

All ayes

FIRE COMPANY RESOLUTION AND BERKS MONT TOWING

1. A motion was made by David Moyer, seconded by Romnie Long to adopt Resolution No. 2022 – 8 recognizing the Eastern Berks Fire Company as the official fire company of Washington Township. **No comments received.**

All ayes

2. Motion made by Thomas Powanda and seconded by Romnie Long to adopt Resolution No. 2022 – 9 giving the Eastern Berks Fire Company 100% of the Firemen Relief Funds distributed yearly. **No comments received.**

All ayes

3. Motion made by David Moyer and seconded by Thomas Powanda to adopt Resolution No. 2022 – 10 appointing Berks-Mont Towing and Recovery as the approved storage garage for the removal and impoundment of illegally parked vehicles within the township and approving their current rate of fees. **No comments received.**

All ayes

4. A motion authorizing Bruce Hoffman, BWB EMA Coordinator, to complete and submit Run Card Authorization forms to Berks County Department of Emergency Services for Emergency Medical Services and Fire Services within Washington Township was made by David Moyer and seconded by Romnie Long. **No comments received.**

All ayes

COMMITTEE VACANIES

APPOINTMENT AND/OR REAPPOINTMENT OF PERSONS FILLING

COMMITTEE OPENINGS:

ZONING HEARING BOARD

A motion was made by David Moyer and seconded by Romnie Long to appoint Craig Morder as the Alternate member to the Zoning Hearing Board with the term to expire on 2024. **No comments received.**

All ayes

PLANNING COMMISSION APPOINTMENTS

A motion was made by David Moyer and seconded by Thomas Powanda to appoint Romnie Long to the Planning Commission with a term to expire on 2025.

A motion was made by David Moyer and seconded by Thomas Powanda to appoint Russell Drabick to the Planning Commission with a term to expire on 2025. **No comments received.**

All ayes

ENVIROMENTAL ADVISORY COUNCIL

A motion was made by David Moyer and seconded by Romnie Long to appoint Susan Hu to the Environmental Advisory Council with the term to expire 2024. **No comments received.**

All ayes

UNIFORM CONSTRUCTION CODE BOARD OF APPEALS

A motion was made by Thomas Powanda and seconded by Romnie Long to reappoint Richard Deskie to the Unified Construction Code Board of Appeals with the term to expire 2024. **No comments received.**

All ayes

RECREATION ADVISORY COMMITTEE

A motion was made by David Moyer and seconded by Romnie Long to reappoint David Laxx to the Recreation Advisory Committee with the term to expire 2024. At this time there are four (4) vacancies on the Recreation Advisory Committee.

TRANSPORTATION COMMITTEE

At this time there are seven (7) vacancies on the Transportation Committee.

WATER AUTHORITY

A motion was made by Thomas Powanda and seconded by David Moyer to appoint Romnie Long to the Water Authority with the term to expire 2026. **No comments received.**

All ayes

VACANCY BOARD CHAIRMAN

Motion was made by David Moyer and seconded by Thomas Powanda to appoint Duane Clemmer to serve as Chairman of the Vacancy Board for 2022. **No comments received.**

All ayes

SAFETY COMMITTEE

Motion made by David Moyer and seconded by Thomas Powanda to appoint the following members to the Safety Committee in the persons of Richard Sichler (executive), Melissa Swanson (administration), Brian Mohr, Bret Marks, Tom Milewski, Jacob Long (public works), Jayme Benfield, (representing Public Works and the Eastern Berks Fire Department) Gary Kellon (wastewater treatment). David Moyer would like all staff to be included in the safety committee as well as Tom Unger from SDE.

All ayes

DISPUTE COMMITTEE/GABEL QUARRY

Motion made by David Moyer and seconded by Romnie Long to appoint Thomas Powanda to serve as a member of the Dispute Committee for the Gabel Quarry for 2022. **No comments received.**

All ayes

OTHER APPOINTMENTS

1. Motion made by Thomas Powanda and seconded by Romnie Long to appoint the Eastern Berks Fire Company fire police for 2022. **No comments received.**
All ayes
2. A motion was made by David Moyer and seconded by Romnie Long to appoint the Township Manager as Chief Administrative Officer of the Township's Non-Uniformed Pension Fund for 2022. **No comments received.**
All ayes
3. A motion was made by Thomas Powanda and seconded by Romnie Long to appoint the Township Manager as the ADA Handicapped Non-Discrimination Coordinator for 2022. **No comments received.**
All ayes
4. Motion made by David Moyer, seconded by Thomas Powanda to adopt Resolution 2022 – 11 to appoint the Township Manager as the Open Records Officer for 2022, set fees and appeal process. **No comments received.**
All ayes
5. A motion was made by David Moyer and seconded by Romnie Long to adopt Resolution 2022 – 12 naming 4 authorized signatures where 2 are required for Truist Bank. **No comments received.**
All ayes

OTHER RESOLUTIONS

1. A motion was made by Thomas Powanda and seconded by Romnie Long to adopt Resolution 2022 – 13 – Code of Conduct. **No comments received.**
All ayes
2. Motion made by David Moyer, seconded by Romnie Long to adopt Resolution 2022 – 14 setting building/zoning fees. **No comments received.**
All ayes
3. A motion was made by Thomas Powanda and seconded by Romnie Long to adopt Resolution 2022 – 15 setting the SALDO fees. **No comments received.**
All ayes
4. A motion was made by David Moyer and seconded by Romnie Long to adopt Resolution 2022-16, reaffirming all fee schedules not dealt with at reorganization this evening as published by General Code in the Township's Codification Book. **No comments received.**
All ayes

A motion was made by David Moyer and seconded by Thomas Powanda acknowledging the following items not to be forgotten:

Postel Subdivision (off of Kulps Road) – 1990 – Any future development of Lot #2 on the adjoining property owned by Kathryn Wheeler, which would result in the use of the existing driveway easement by more than two (2) single family residences shall require the construction of an access road complying with the then existing Township public road standards.

A motion was made by Thomas Powanda and seconded by Rommie Long acknowledging the following items not to be forgotten:

PennDutch Subdivision – Agreement dated October 11, 1990, whereas existing building situated on Lot #3 are located within the ultimate right-of-way of the northwest side of Wissinger Road. In the event that any or all of the buildings are destroyed or demolished, it is agreed that all buildings will be rebuilt in such a manner so that they are situated wholly outside of the ultimate right-of-way of Wissinger Road.

Time capsule buried at the Washington Township War Memorial is to be opened in the year 2040.

A motion was made by David Moyer and seconded by Thomas Powanda acknowledging the following items not to be forgotten:

Agreement to permit a shared driveway at 173 Heydt's Schoolhouse Road – 2006 – between Washington Township and Anthony and Lisa Stewart (prior owners Scott and Jacqueline Bungert). In the event that the property should be approved for subdivision, and should the parties desire to share the existing driveway, the Township will approve said application for shared driveway use. There shall be no more than two (2) residential lots that may share said driveway.

A motion was made by Thomas Powanda and seconded by Rommie Long acknowledging the following items not to be forgotten:

Joel Hoffman – 2006 – Stone was placed on Mr. Hoffman's property adjacent to Back Country Road. If the property is ever developed, Mr. Hoffman will be required to secure a Driveway Permit from the Township as the stone placed in this area is not considered pre-existing driveway.

A motion was made by David Moyer and seconded by Thomas Powanda acknowledging the following items not to be forgotten:

Thomas Jordan – 2014 – The Township entered into an agreement with the owners of 814 and 878 Hoffmansville Road on May 22, 2014 regarding requirements for connection to the Township's public sewer system. Both agreements have been recorded with the Berks County Recorder of Deeds.

No comments received.

All ayes

SUPERVISORS
UNFINISHED BUSINESS

None

EXECUTIVE SESSION

Executive Session was taken at 6:07pm to discuss Resolution No. 2022-1 Wage Schedule.

ANNOUNCEMENTS

The WTMA (Water Authority) will meet Thursday, January 27, 2022 at 6:30 pm.

The next regular meeting of the Board of Supervisors will be held on Thursday, January 27, 2022 at 7:00 pm

David Moyer welcomed Washington Township's new Board of Supervisor, Romnie Long.

A motion was made by David Moyer and seconded by Romnie Long to add an amendment to the agenda for Resolution 2022-17 appointing Herbein and Company as auditors.

ADJOURNMENT

A motion was made by David Moyer and seconded by Thomas Powanda to adjourn the meeting at 7:03 p.m. **No public comment.**

All ayes

Respectfully submitted,

Missy Swanson
Township Treasurer